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SUBJECT GROUP 3100-3199 OPERATIONS

SUBGROUP 3110 - ADMINISTRATIVE ASSIGNMENT OF OPERATING FORCES OF THE
NAVY3110.1 Pier SOPA

a. Per U.S. Navy Regulations, SOPA is defined as the senior officer of the Navy, eligible for command at sea, who is present and with primary duty as commander of any unit or force of the operating forces of the Navy in the locality within an area prescribed by competent authority, whether afloat or based ashore, except such units as may be assigned to shore commands by a competent authority.

b. Pier SOPA uses the same criteria with the "area prescribed" being the pier of concern. Therefore the senior commanding officer of a USN ship or embarked Commander berthed at the pier is the pier SOPA. The commanding officer of a flagship will normally fulfill pier SOPA duties for the embarked commander.

c. The term, "Pier SOPA" as used in this instruction, refers to Subarea or Pier SOPA, as appropriate. At Naval Station (NAVSTA), Norfolk, Pier SOPA assignments are made for each pier. At Naval Amphibious Base (NAVPHIBASE), Little Creek (Little Creek Subarea), Norfolk Naval Shipyard (NAVSHIPYD), Norfolk (Portsmouth Subarea) and Naval Weapons Station (WPNSTA), Yorktown (Yorktown Subarea), the Subarea SOPA will serve as Pier SOPA for all ships berthed at piers in the Subarea.

3110.2 Designation of Pier SOPA. Pier SOPA assignments are listed in the weekly Regional Harbor Movements and Pier SOPA Assignments message generated by NAVSTA NORFOLK VA//PM PORT OPS//N3//.

3110.3 Turnover

a. Prior to relief, the oncoming Pier SOPA will transmit a message to all ships at the pier or berthed in the Subarea, INFO NAVSTA NORFOLK VA//PM PORT OPS/N3// and SOPA ADMIN NORFOLK/LITTLE CREEK/PORTSMOUTH/YORKTOWN SUBAREA VA//N3// (as appropriate), to include the following:

- (1) pier sentry watch rotation
- (2) pier sweepers & parking lot cleaning bill
- (3) parking assignments (pier and quaywall)
- (4) colors (at NAVSTA Norfolk, lead is Norfolk Port Control on Channel 69)
- (5) special evolutions scheduled

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(6) point of contact for consolidating pier access/security procedures

(7) amplifying information/special interest items

b. When necessary, the off-going Pier SOPA will report any feedback or problems that have occurred via message to NAVSTA NORFOLK VA//PM PORT OPS//N3// INFO SOPA ADMIN {NORFOLK/LITTLE CREEK/PORTSMOUTH/YORKTOWN, as appropriate} SUBAREA VA//N3//.

3110.4 Responsibilities

a. Cleanliness

(1) Pier SOPAs are responsible for ensuring ships departing piers leave berths in satisfactory condition. When berths of departing ships are found in unsatisfactory condition, Pier SOPAs should report, via message, to the appropriate port operations officer informing ship concerned of unsatisfactory condition of the pier.

(2) Pier SOPAs will frequently inspect assigned pier(s), guard house(s), and parking lots for cleanliness. (See Figures 3110-1 through 3110-5 for NAVSTA Norfolk cleaning responsibilities). All new material discrepancies discovered on the pier or guardhouse should be immediately reported to the local Port Operations.

(3) Pier SOPAs will ensure procedures outlined in Subgroup 3120 OPERATING PROCEDURES, TASKS AND EMPLOYMENT are followed. Pier SOPAs are authorized to establish a working party for each pier. Cleaning Bill assignments should be published as part of the pier SOPA message.

(4) Pier SOPAs will ensure nothing is discharged or discarded from any ship into the water except for normal discharge resulting from equipment operations or fresh water wash down, and that hazardous waste and material is disposed of in accordance with Subgroup 5090 of this manual. Pier SOPAs observing violations of this manual or any other governing instruction/policy will notify the commanding officer of the offending ship to take corrective action and prevent future occurrences.

b. Colors. Colors at NAVSTA Norfolk will be coordinated by Norfolk Port Control on VHF Channel 69. SOPA Portsmouth Subarea, on VHF Channel 18, will coordinate colors at NAVSHIPYD Norfolk Convenience Berths. Pier SOPAs will coordinate colors at NAVPHIBASE Little Creek and WPNSTA Yorktown.

c. Security

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(1) Pier SOPAs will establish the pier sentry watchbill and are responsible for pier sentry communications. Watchbill, POC for pier access list, and any high interest security items/concerns should be published as part of the Pier SOPA message.

(2) Pier SOPAs will ensure compliance with Paragraph 5560.1 of this manual.

(3) Pier SOPAs will ensure all pier sentries understand and follow instructions to pier sentries as written in Paragraph 5560.2 of this manual.

(4) Pier SOPAs will ensure guardhouse is kept in good condition and will notify Port Operations of any discrepancies. Each ship providing pier sentries is accountable for the condition of the guardhouse during the times they are assigned pier sentry watches.

(5) All ships on the pier will provide daily access lists of non-DoD visitors, contractors, deliveries, etc. to the Pier SOPA for consolidation. Pier SOPA will provide a consolidated pier access list to the pier sentry on a daily basis. All non-DoD personnel must have an escort from the ships they are visiting unless they are on the pier access list.

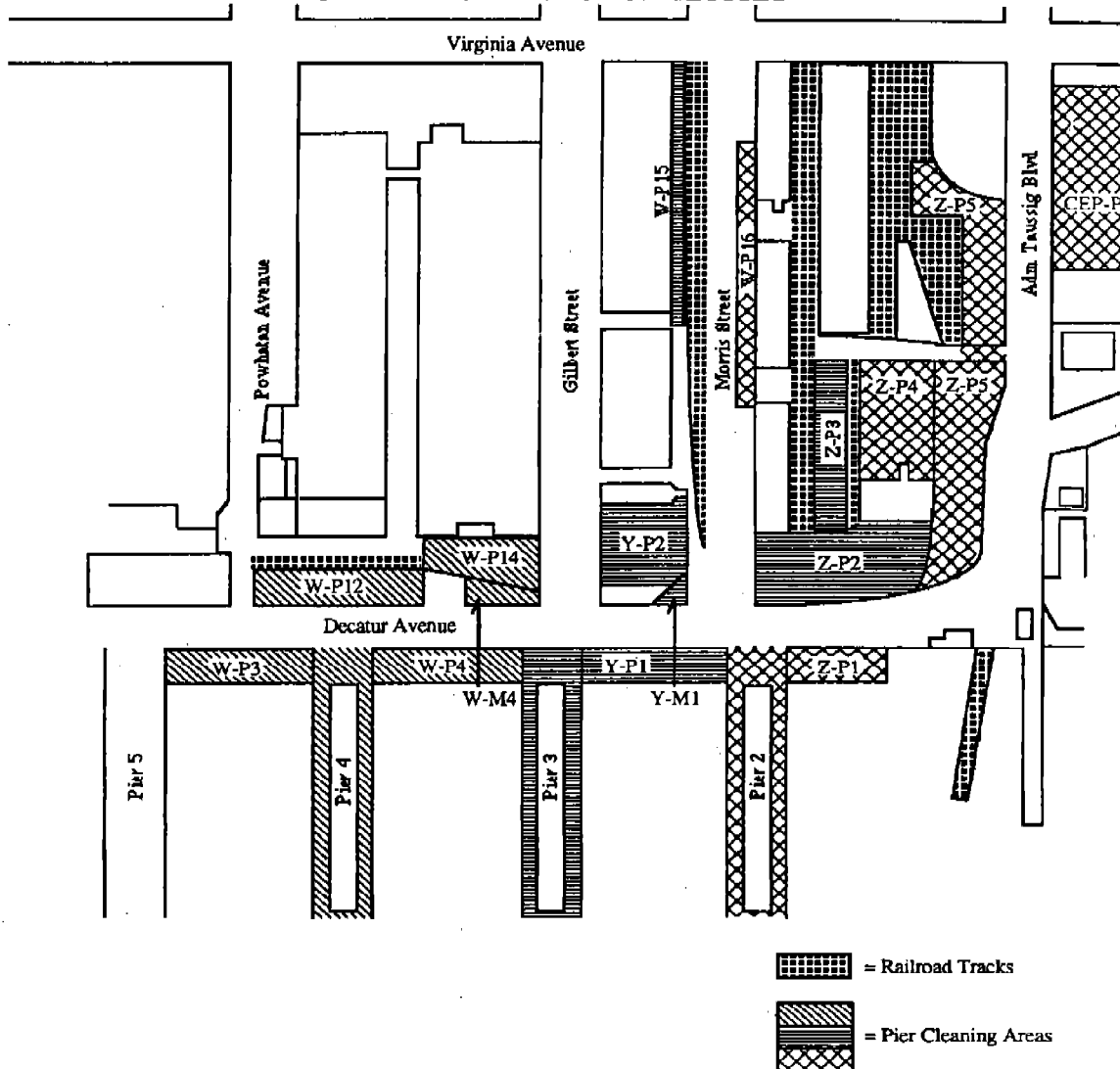
d. Uniform Appearance. All military personnel arriving and departing the pier must be properly groomed and in either proper civilian attire or in compliance with Uniform Regulations. Uniform policy for the Hampton Roads area is promulgated in COMNAVREG MIDLANT/SOPA (ADMIN) HRINST 1020.3 (series) and is reinforced in the semiannual uniform shift message.

e. Special Evolutions. Ships at the pier should coordinate between Pier SOPA and the local Port Operations for any special evolutions planned on the pier (e.g., fueling, ammunition evolutions, tours, ceremonies, etc.).

f. Communications. Pier SOPAs are responsible for rapid dissemination of information to all ships on their pier when contacted by Port Operations as part of their telephone notification tree. This includes Cyclone Condition of Readiness changes, thunderstorm warnings, IFF interference messages, THREATCON changes, etc. Pier SOPAs must log these notifications to ensure an audit trail is maintained.

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PIERS 2, 3, & 4 CLEANING RESPONSIBILITIES



* Pier SOPA is responsible for the cleanliness of the indicated areas, including the streets, fencelines, and sidewalks that border these areas.

* Questions concerning authority/responsibility should be directed to:

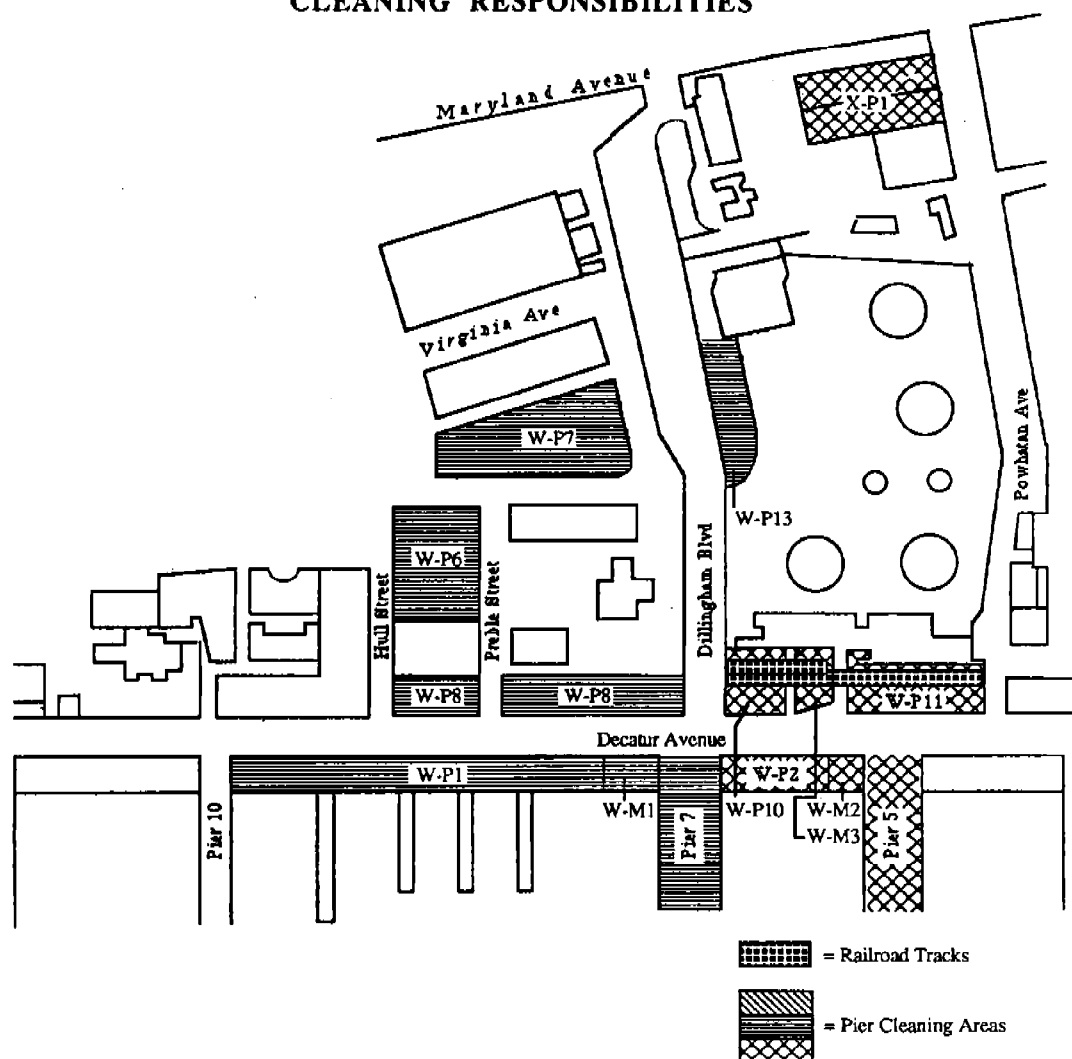
NAVSTA Port Operations
 Port Operations Duty Officer
 * Pallet Pickup
 * Dumpster Service (all dumpsters)
 Contact PWC Ship Support Office
 * HM/HW Disposal or Oily Waste

444-5589/7417
 444-1121/2646
 443-3318/3319
 445-7447
 444-7528

Figure 3110-1

PIERS 5 & 7 CLEANING RESPONSIBILITIES

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* Pier SOPA is responsible for the cleanliness of the indicated areas, including the streets, fencelines, and sidewalks that border the areas.

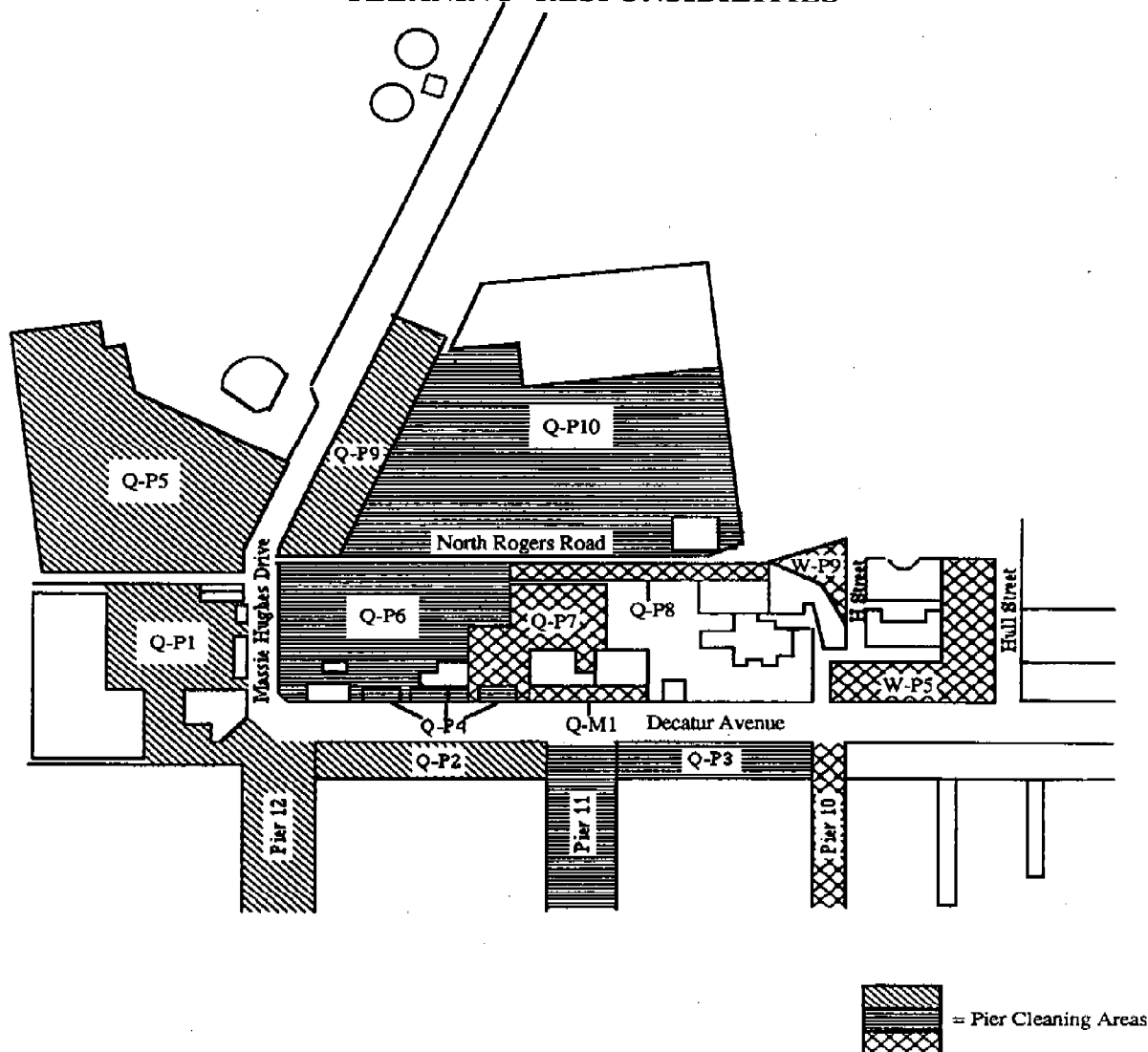
* Questions concerning authority/responsibility should be directed to:

| | |
|------------------------------------|---------------|
| NAVSTA Port Operations | 444-8589/7417 |
| Port Operations Duty Officer | 444-1121/2646 |
| * Pallet Pickup | 443-3318/3319 |
| * Dumpster Service (all dumpsters) | |
| Contact PWC Ship Support Office | 445-7447 |
| * HM/HW Disposal or Oily Waste | 444-7528 |

Figure 3110-2

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PIERS 10, 11, & 12 CLEANING RESPONSIBILITIES



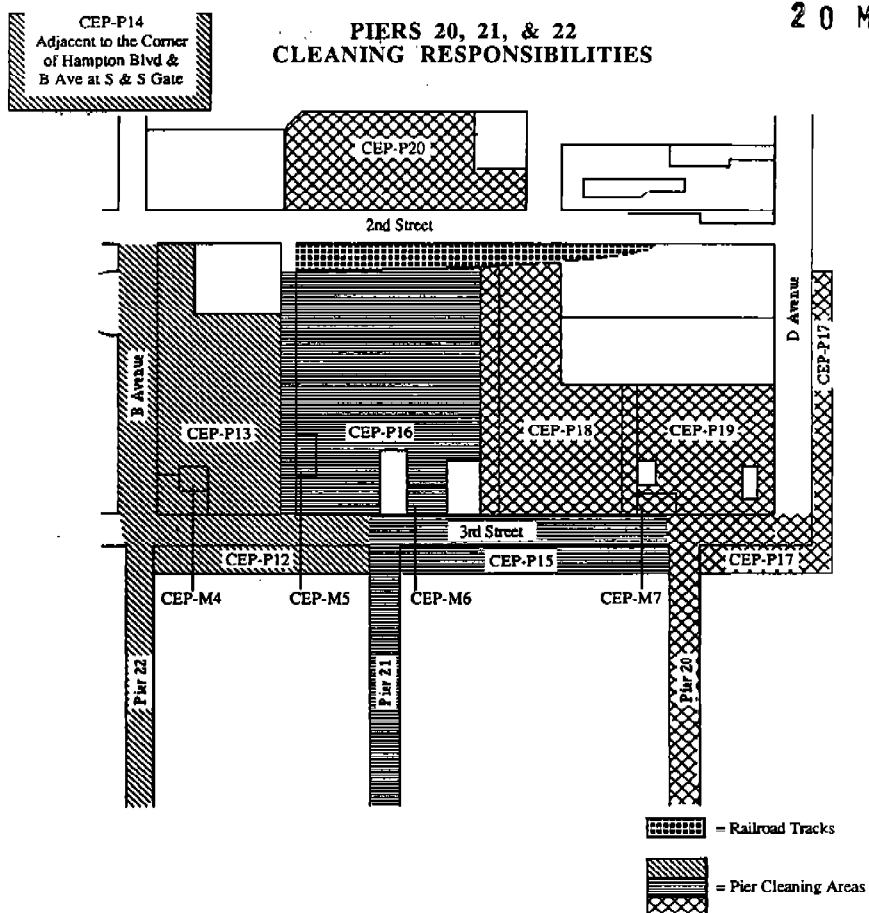
* Pier SOPA is responsible for the cleanliness of the indicated areas, including the streets, fencelines, and sidewalks that border the areas.

* Questions concerning authority/responsibility should be directed to:

| | |
|------------------------------------|---------------|
| NAVSTA Port Operations | 444-8589/7417 |
| Port Operations Duty Officer | 444-1121/2646 |
| * Pallet Pickup | 443-3318/3319 |
| * Dumpster Service (all dumpsters) | |
| Contact PWC Ship Support Office | 445-7447 |
| * HM/HW Disposal or Oily Waste | 444-7528 |

Figure 3110-3

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* Pier SOPA is responsible for the cleanliness of the indicated areas, including the streets, fencelines, and sidewalks that border the areas.

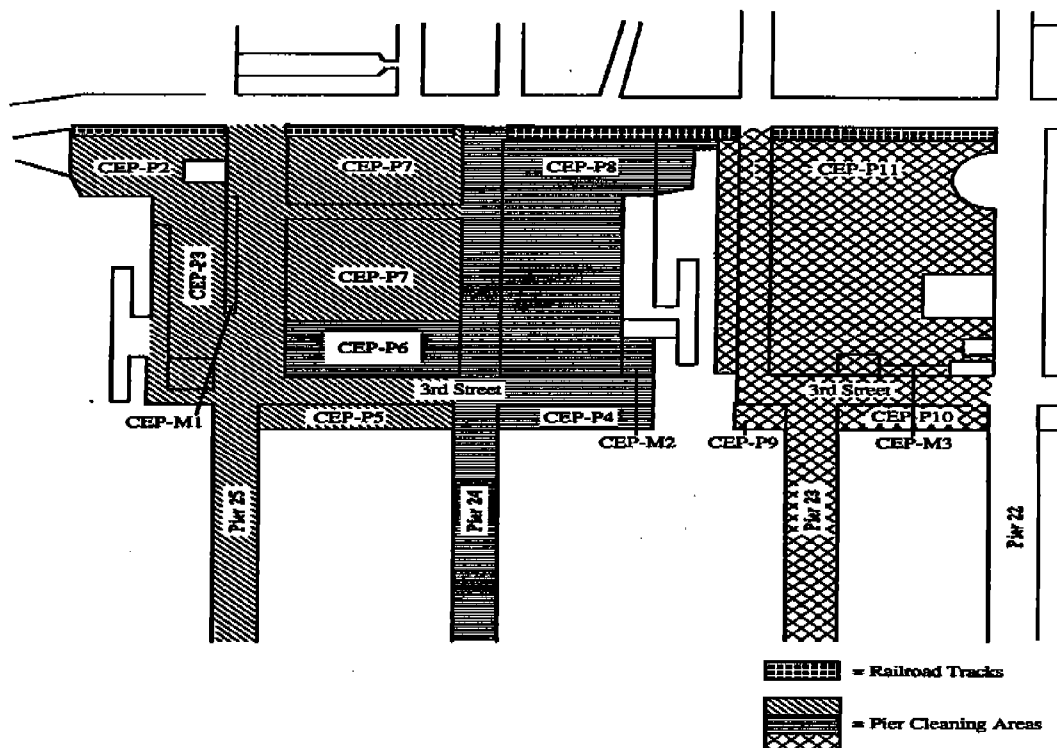
* Questions concerning authority/responsibility should be directed to:

| | |
|------------------------------------|---------------|
| NAVSTA Port Operations | 444-8589/7417 |
| Port Operations Duty Officer | 444-1121/2646 |
| * Pallet Pickup | 443-3318/3319 |
| * Dumpster Service (all dumpsters) | |
| Contact PWC Ship Support Office | 445-7447 |
| * HM/HW Disposal or Oily Waste | 444-7528 |

Figure 3110-4

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**PIERS 23, 24, & 25
CLEANING RESPONSIBILITIES**



* Pier SOPA is responsible for the cleanliness of the indicated areas, including the streets, fencelines, and sidewalks that border the areas.

* Questions concerning authority/responsibility should be directed to:

| | |
|------------------------------------|---------------|
| NAVSTA Port Operations | 444-8589/7417 |
| Port Operations Duty Officer | 444-1121/2646 |
| * Pallet Pickup | 443-3318/3319 |
| * Dumpster Service (all dumpsters) | |
| Contact PWC Ship Support Office | 445-7447 |
| * HM/HW Disposal or Oily Waste | 444-7528 |

Figure 3110-5